



WESS Safety Authority



WESS
Module
SA-5

SA Functions

Modify Existing
User Email
Address



WESS Account Management

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

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Not for Aviation 3750 Mishap Reporting

Your Existing Reports - WESS

My Draft Reports (0) | Edit Submitted Reports (0) | Shared Reports (0) | Rejected by Routing Chain (0)
Rejected by NAVSAFECEN (0) | Routed for My Review (0) | Endorsements Needed (?)

My Draft Reports


Delete	Serl#	Date	Description
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To modify a WESS account holder's email address, login to WESS and click the Maintain Account link. You may review the user's account information for any account under your Safety Authority.

Click on the “Maintain Account” link to view the SA Account Management Menu.



WESS Account Management





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WESS Account Management

▶ Help

Activities

-  [Return Home](#)
-  [Maintain Account](#)

Maintain Your WESS Account

- [Change Login Password](#)
- [Change Command UIC](#)
- [Change Color Scheme](#)

Maintain Other WESS Accounts

- [List Pending Account Request\(s\)](#)
- [List Modified UIC Request\(s\)](#)
- [List Suspended Account\(s\)](#)
- [Modify Existing User Account](#)
- [Modify Existing User Email Address](#)
- [Suspend WESS Customer Account\(s\)](#)


* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Click on “Modify Existing User Email Address” to open the next screen.



Searching for a User's Account

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User Unique Identifier Search [Help](#)

NOTE: To search for a person, enter their UID, First Name, Last Name, Email Address or Command UIC. These pieces of information can be partial, i.e. Jon will find Jonathon. You can also enter more than one if known to narrow your search.

If your search result is "No Matching UIC Found or Privilege Restrictions.", either there is no matching result or you are not authorized to modify the resultant WESS Customers.

Note: You must make an entry, click the 'Search' button, and then choose in one of the boxes and clicking the 'Next' button will not save your entry.

UID
First Name
Last Name
Email Address
Command UIC

Enter the desired search criteria at left and click the Search button.

The User Search screen allows you to search for any WESS account holders within the commands you have Safety Authority privileges. You may enter as much data as needed. Once you enter your search criteria, click the Search button.

Selecting the Account to Modify

Activities
[Return Home](#)
[Maintain Account](#)

NOTE: To search for a person, enter their UID, First Name, Last Name, Email Address or Command UIC. These pieces of information can be partial, i.e. Jon will find Jonathon. You can also enter more than one if known to narrow your search.

If your search result is "No Matching UIC Found or Privilege Restrictions.", either there is no matching result or you are not authorized to modify the resultant WESS Customers.

Note: You must make an entry, click the 'Search' button, and then choose your entry. Typing an entry in one of the boxes and clicking the 'Next' button will not save your entry.

UID

First Name

Last Name

Email Address

Command UIC

Select UID Entry

☒ I Safety - charles.kiriakou@navy.mil - imsafty

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

One or more search results will be displayed above. Select the WESS account you wish to modify by clicking the radio button, then click the Next button.

Modifying the Email Address

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[Maintain Account](#)

Update Official Email Address for I Safety. [Help](#)

Please be aware that your account will be locked until you verify your new email address. Once you receive an email at your new email address requesting verification, your new email address will be updated in the system.

User ID	imsafety
Customer	I Safety
Current Email Address	charles.kiriakou@navy.mil
New Official Email Address	<input type="text" value="charles.kiriakou@navy.mil"/>
Verify New Email Address	<input type="text" value="charles.kiriakou@navy.mil"/>

* Indicates required field must be entered before moving on.
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE PROBLEMS

The Update Official Email Address screen is displayed. Enter the new Email address in the fields provided. Only Official Email addresses should be used.


Please note that this WESS account will be locked until the User verifies their new email address. The WESS customer will receive an Email at their new email address requesting verification. Once they complete verification and reply, their new Email address will be updated in WESS and they will have access to WESS.

Click the "Submit" button to Continue.



Summary of Changes

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Email Update Summary for I Safety.

[Return Home](#)
[Maintain Account](#)

First Name	I
Last Name	Safety
Updated Official Email	charles.kiriakou@navy.mil
Account Status	Email for Verification has been sent.

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.


Continue

[Help](#)

An action summary page is displayed. Click Continue to return to Maintain Account menu.



Action Complete





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**When the address change is complete,
WESS returns to the main account
maintenance window.**





WESS



Within WESS, there is context-sensitive Help available on each screen.

- ✓ If additional assistance is desired, submit a WESS Help Form at:
<http://safetycenter.navy.mil/wess/helpform.htm>,
- ✓ Submit an online Feedback Report from the WESS Main Menu, or
- ✓ Contact the WESS Help Desk at:
Coml: 757-444-3520 ext 7048; DSN: 564-3520, ext 7048



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